



Temporary Use Permit Application and Instructions

PROCEDURE FOR FILING AN APPLICATION FOR A TEMPORARY USE PERMIT

1. **WHO MAY FILE:** An application for temporary use permit may be applied for by the property owner and/or his representative. The owner in all cases must sign the application. All applicants must designate a contact person for the temporary use permit application. The City requires the name, address and telephone number for that contact person. The applicant is responsible for notifying the City if the contact person or entity's address or phone number changes.
2. **APPLICATION:** The application forms may be obtained from the Auburn Planning Department. When the application is complete, return it to the Planning Department.

Be sure to complete the application in its entirety as an incomplete application may cause a delay in scheduling a hearing.

3. **CONSOLIDATED REVIEW:** If the applicant has other permits that he/she would like to be processed concurrently with the temporary use permit, the applicant may request and the City will conduct an integrated and consolidated permit review process. The optional consolidated review provides an opportunity for all permit applications related to a project to be reviewed at the same time.
4. **STAFF REVIEW:** The application will be reviewed by all affected City Departments and a staff report will be prepared by the Planning Department. The staff report will analyze the proposed Temporary Use Permit, and recommendations will be made. The staff report will be based upon the criteria found in Chapter 18.46 of the Zoning Code and will be presented to the Hearing Examiner.
5. **HEARING EXAMINER MEETING:** The owner and/or representative must be at the public hearing before the Hearing Examiner. It is a City policy to table the application if the owner or a representative is not in attendance.

Subsequent to the conclusion of the hearing, the Hearing Examiner will issue a written decision on the Variance. The decision of the Examiner is final, subject to appeal to the City Council pursuant to Section 18.68.160 of the Auburn Zoning Ordinance.

6. **SITE PLAN:** A site plan shall be required with each application for a Temporary Use Permit. The site plan shall be accurately drawn using an appropriate engineering scale and shall illustrate the following:
 - a. Adjacent street(s),
 - b. Boundaries and dimensions of site,
 - c. Location of buildings,
 - d. Location of parking areas,
 - e. Location of the temporary use.
7. **TIME FRAME:** It takes about 45 to 60 days to complete the Temporary Use Permit process.
8. **FEES:** \$208.00
9. **SUBMITTAL DATES FOR HEARING EXAMINER PUBLIC HEARINGS:** Please see the attached sheet for the scheduled hearing dates and application submittal deadlines.

TEMPORARY USE PERMIT APPLICATION

APPLICANT'S NAME

APPLICATION NUMBER

Sec. Twp. Rng.: _____

Zone Existing: _____

Area Code: _____

Temporary Use Permit for: _____

Date of Hearing Examiner Public Hearing _____

Date Received: _____

Staff Project Coordinator: _____

Do Not Write Above This Line

APPLICANT: COMPLETE THIS FORM WITH ALL ENTRIES BEING TYPED (except signatures) OR NEATLY PRINTED IN INK. IF ADDED SPACE IS NEEDED, ADD THE ADDITIONAL REQUIRED PAGES TO THIS APPLICATION.

1. Please indicate the appropriate category for the proposed Temporary Use:

☐ Interim Use.
☐ Seasonal Use.
☐ Construction-Related Temporary Use.
☐ Transitional Use.
☐ Administrative Temporary Use.

2. Please state the nature of the proposed Temporary Use and respond to the Findings found within Chapter 18.46 with regard to the temporary use permit you are applying for:

ALL PROPERTY OWNERS INCLUDED IN THIS APPLICATION MUST BE LISTED BELOW OPPOSITE A "PARCEL NUMBER" WHICH IS ALSO SHOWN ON THE LEGAL DESCRIPTION AND INDICATES THE PROPERTY OWNED BY EACH APPLICANT. YOUR SIGNATURE ALSO INDICATES YOU HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS APPLICATION AND ITS ATTACHMENTS.

PARCEL NUMBER	NAME, ADDRESS AND PHONE NUMBER (Please Print)	SIGNATURE
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_____	_____	_____

Fax number _____

E-mail address _____

_____	_____	_____

Fax number _____

E-mail address _____

AGENT and/or OWNER'S REPRESENTATIVE:

Name: _____

Address: _____

City/Phone: _____

Indicate Method for Future Notifications

Fax _____ Mail _____ Telephone _____ E-mail _____

PLEASE NOTE THAT THE SITE PLAN MUST ACCOMPANY THIS APPLICATION.

LEGAL DESCRIPTION OF PROPERTY

.....
FEE PAYMENT: \$208.00 T.R. # _____
Cashier's Initials _____ Date Received _____
.....

DATES FOR HEARING EXAMINER PUBLIC HEARINGS

January 19, 2005*
February 23, 2005*
March 22, 2005
April 19, 2005
May 17, 2005
June 21, 2005
July 19, 2005
August 16, 2005
September 20, 2005
October 18, 2005
November 22, 2005
December 20, 2005

The Hearing Examiner public hearing begins at 7:00 p.m. in the City Council Chambers
on the first floor of Auburn City Hall.

**date changed due to holiday*